Quick Start User Guide to Programming your Orchid KS308/PBX308+

Notes:

- The Factory Default Password is * 01 1234 # To change go to Page 5 of the user guide.
- Programming can only be done on Extension 21
- If Programming is successful you will hear a Beep
- This programming is for all extensions to ring on all incoming calls

Firstly Program how many incoming lines you have:

For One Line:
On Ext 21 Dial: Password (Beep) * 3 1 1 # (Beep) Hang up
For Two Lines:
On Ext 21 Dial: Password (Beep) * 3 1 1 2 # (Beep) Hang up
For Three Lines:
On Ext 21 Dial: Password (Beep) * 3 1 1 2 3 # (Beep) Hang up

How many Extensions do you want to Ring. The system has a factory default setting of extensions 21-24 ringing on all incoming calls. If you want more than the first 4 to ring on all calls carry out the following programming for each line you have and for as many extensions as you want to ring:

For line 1 (01):
* 12 01 25 # (Beep) This will program extension 25 to ring on all calls to line 1
* 12 01 26 # (Beep) This will program extension 26 to ring on all calls to line 1
Repeat for as many extensions as you want to ring for calls coming in on line1
Now repeat for any additional extensions you want to ring on the other incoming lines you have. Eg:
For Line 2 (02):
*12 02 25 # (Beep) This will program extension 25 to ring on all calls to line 2
Or for line 3 (03)
* 12 03 26 # (Beep) This will program extension 26 to ring on all calls to line 3
etc…
If you want a more specific ringing program please refer to page 8 onwards.

Set Date & Time

If you have caller ID phones or are using the Auto attendant or Auto On/Off mode (see page 16-17) you will need to set the Date and Time on the PBX system

To set the Date

On Extension 21 Dial Password (Beep) * 95 1 yy mm dd dow # (Beep)
(Where DOW Monday = 1, Tuesday = 2 etc)
Eg.: Thursday 26 March 2010 would be:
Password (Beep) * 95 1 10 03 26 4 # (Beep) Hang up

To Set the Time (24 Hour)

On Extension 21 Dial **Password** (Beep) *** 952 hh mm #** (beep)
Eg.: 3.20 pm would be Password (Beep)*** 952 15 20 #** (Beep) Hang up

To Reset your Orchid PBX308+ to Factory Default Settings see page 22 of the user guide